

ADDENDUM NO. 3



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To: ALL PLAN HOLDERS

April 23<sup>rd</sup>, 2025

Re: Arch Job Number 24001, DCM #2025238, – Plans Dated: 3/31/25

New Lincoln Police Department

Lincoln, Alabama

bill@billwarch.com

256.689.0238

236 Martin Street

Anniston, Alabama 36206

**BID DATE:** May 22<sup>nd</sup>, 2025 (CHANGED BY THIS ADDEDNUM)  
**TIME:** 2:00 p.m. CDT, Local Time  
**LOCATION:** Lincoln City Hall  
150 Magnolia Street  
Lincoln, AL 35096

The Addendum shall be considered part of the Contract Documents for the above-referenced project and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original Contract Documents, this addendum shall govern and take precedence. It will be construed that each Proposal is submitted with full knowledge of all modifications and supplemental data specified herein.

**ADDENDUM ITEMS:**

**Item 1. PREBID MEETING:**

- a. On April 22<sup>nd</sup>, 2025 at 10:00am CST a Mandatory Prebid was held and meeting minutes are included in the **"Mandatory Pre-bid Meeting Minutes"** below. A draft of the meeting minutes was given to all attendees and this addendum serves as the final form of the meeting minutes. The items in meeting minutes noted and include clarifications, additions, and modifications to the bid documents that are required for the scope of work.

**Mandatory Pre-bid Meeting Minutes:**

**A. INTRODUCTIONS**

Owners' representatives:

Adam Thrasher, Public Works Director, City of Lincoln

Project Architect:

Bill Whittaker, Architect, BWA

Stephen Concepcion, BWA

Ryon Slaughter, BWA

**B. SIGN-IN SHEET**

- a. All attendees were required to sign in

**C. PROJECT DESCRIPTION & SCOPE OF WORK**

- a. New, single-story Police Department building consisting of approximately 15,730 gross square feet, including a courtroom and Storm Shelter. A new access road and associated parking.

**D. DELIVERY METHOD**

- a. General Contracting -Single Prime.
- b. All forms for the execution of the project must be on AIA forms as noted in the specifications, and the General Contractor must purchase all forms from the AIA contract documents website. No copies or custom-formatted forms will be accepted.

**E. ALTERNATES, ALLOWANCES AND UNIT PRICES**

Allowances: (Will be clarified when revised civil drawings are issued in the next addendum)

Unit Prices: (Will be clarified when revised civil drawings are issued in the next addendum):

Alternates:

- a. **Alternate No. 1: Roadway and Parking Lot Construction** (Will be clarified when revised civil drawings are issued in the next addendum)
- b. **Alternate No. 2: Court Room Shell.** Base Bid: Omit Court Room construction in its entirety, except as noted on the drawings. Alternate: Provide an add alternate to construct the Court Room shell.
- c. **Alternate No. 3: Court Room build out.** Alternate: Provide an add alternate to build out and construct the interior of the Court Room.
- d. **Alternate No. 4: 6 Office Buildout.** Base Bid: Drawings show a shell space for 6 offices. Alternate: Provide an add alternate to build out the 6 offices.
- e. **Alternate No. 5: Main Lobby Terrazzo Floor Seal and Tile Floor .** Base Bid: Main Lobby: Floor finish to be VCT flooring only. Alternate: Omit VCT and provide Terrazzo Floor Seal and Porcelain Tile flooring.

**F. WORK OR SERVICES BY OTHERS**

- a. Owner will have third-party vendors for IT, security, FF&E (fixtures, furnishings, and equipment) in the facility and the contractor to provide for these third parties in their schedule. Also, the contractor will have an ongoing duty to coordinate with these third parties or any other third parties during the course of the work..

**G. QUESTIONS**

- a. All questions to be in writing via email to [bill@billwarch.com](mailto:bill@billwarch.com) and [stephen@billwarch.com](mailto:stephen@billwarch.com).
- b. No questions will be accepted after 12:00pm prior to proposal due date to allow for time to answer questions in a timely manner.
- c. No prior approvals for substitutions will be considered after 10 days prior to the bid due date. If the bid due date moves due to an addendum, so shall the cutoff date for substitutions.

**H. ADDENDUM**

- a. Addendums will be issued as necessary up and until the day and time of proposal due date.

**I. PROPOSAL OPENING**

- a. Proposal to be submitted at the time or prior to time specified and will be opened and read aloud at date, time, and location specified above.
- b. Proposal opening is scheduled for the council chambers (same room mandatory prebid meeting was held)

**J. COMPLETION TIME & PROJECT SCHEDULE**

- a. Base Bid: Project must be substantially complete in **450 days (CHANGED BY THIS ADDEDNUM)** by 5:00 pm CST the day of and ready for owner occupancy. A notice to proceed will be issued shortly after award of contract. The project time will commence on the date of the Preconstruction Conference or the date specified in the Notice to Proceed, whichever occurs first.
- b. Additional project time will not be approved due to delay caused by weather below the average amount of rain days per month as shown in the averages by NOAA for the project location. The Contractor is required to incorporate average rain days into their schedule. Additionally, any additional rain days over the monthly average must be requested in same month as an attachment to the pay application or it will not be considered for approval to add to Time. **Average monthly rain days are listed in this addendum.**
- c. Any unusual vendor/supplier delays will be required to be thoroughly documented, notarized, etc. and shown to directly affect the critical path before being considered to increase project time. This information will be required to be documented per pay period and submitted with pay application.
- d. Contractor must request additional time during each pay period and submit a new project recovery schedule. If a request for additional time or project schedules are not issued at a minimum of each pay period, additional time will not be approved.
- e. Liquidated damages: Liquidated damages shall accrue at a rate equivalent to 6% per annum, calculated daily, on the total contract amount for delays beyond expiration of the Contract Time that the contractor fails to achieve Substantial Completion of the Work.

**K. OBTAINING PLANS AND SPECIFICATIONS**

- a. All plans, specifications, and addenda will be submitted via Dropbox links to bidders. The link will be active until the proposal due date. Contractors are encouraged to check the link regularly for updated contents.

**L. REQUIRED BID SUBMITTALS**

- a. **Contractor to provide and/or purchase forms for the required documents below. Bid Checklist is not required to be attached to the outside of the envelope. This project is tax exempt and bid proposal form is not to include taxes.**

- b. **PROVIDE TWO COPIES, UNSTAPLED, AND ONE SIDED PRINT OF THE FOLLOWING IN THE BID ENVELOPE:**

1. Bid proposal form
2. Unit Price Sheet (a list of unit prices on the bidder's company letter head)
3. Accounting of Sales Tax Form C-3A ( AL Department of Construction Management)
4. Bid Bond
5. Copy of General Contractor's License
6. Alabama Disclosure statement <https://ago.alabama.gov/Documents/File-AL-Vendor-Disclosure-Statement.pdf>
7. W-9 Tax document
8. E-verify documents (complete)

**M. SPECIAL CONSIDERATIONS**

- a. The contractor is expected to be respectful for this working on the City property and ongoing operations.

**N. STAGING, ACCESS, PARKING, USE OF FACILITIES**

- a. Contractor will have use of the area limited area around the project site, Contractor to maintain clear access to the building workers and general public.
- b. Contractor is keep all means of egress clear.
- c. Access to the project site must come from the Highway 78 side where the new road access is to be constructed. Contractor to provide for a construction entrance and maintain that entrance for the duration of the project. No access through existing City hall parking or fire station parking is allowed for the duration of the project.

**O. CLEAN UP, PROTECTION OF THE PREMISES**

- a. Contractor to maintain a clean site and this includes all pathways from the exterior to work areas, especially starting .
- b. Protect all finishes and landscaping with paths to work areas.
- c. Any damage to grass or landscaping is required to be repaired to the conditions prior to construction. Contractor is required to video document existing conditions prior to mobilization. This includes sodding/seeding/grading to achieve preconstruction conditions.

**P. INSURANCE**

- a. Contractor to provide all insurance as required by Alabama Bid Laws, including builders risk.
- b. A certificate of insurance is required to be submitted to the Owner prior to the signing of the Construction Contract.
- c. A bid bond is required for the proposal in amounts as stated in the Advertisement for Bid.
- d. Performance and Payment bonds are required for the total contract sum.
- e. Subcontractor Bonds.
  - a. The Contractor shall require all major subcontractors (regardless of contract amount) to furnish Payment and Performance Bonds. Major subs includes sitework/civil, concrete, mechanical, electrical, plumbing, roofing, steel, framing, and masonry to furnish Payment and Performance Bonds in the full amount of their respective subcontracts to the General Contractor.
  - b. Additionally, any subcontractors exceeding \$250,000 of work are to furnish Payment and Performance Bonds in the full amount of their respective subcontracts to the General Contractor. These bonds shall be issued by a surety company licensed in the State of

Alabama. The cost of such bonds shall be included in each subcontractor's proposal to the Contractor.

**Q. SUBCONTRACTORS**

- a. Subcontractors are encouraged to visit the site to fully understand the scope of work.
- b. Subcontractors to provide bonds as described under "ItemQ. Insurance" as noted above.

**R. POST BID:**

- a. For contractors: Within 24 hours after the proposal date, the two apparent low proposals will be required to submit a list of subcontractors and schedule of values to the architect. The schedule of values is to include a single line item for each alternative.
- b. Depending on which alternates, if any, that are accepted, the successful bidder will be required to complete a revised schedule of values to the satisfaction of the Owner and Architect before execution of the construction contract
- c. Substitutions: Substitution requests shall not be accepted 10 days prior to bid date nor after the award of contract.

**S. BUDGET**

- a. The Owner has a bond for \$6,500,000 for the scope of work. This will serve as the announced budget on bid day.

**T. LICENSES, PERMITS, OTHER DOCUMENTS**

- a. There is fee for City Building Permit, however the contractor will be required to go through the permit process to receive a permit.
- b. A Business License will be required for General Contractors and Subcontractors and all fee paid for this license are the responsibility of General Contractors and Subcontractors respectively.
- c. No tap fees are required to be paid by the contractor

**U. SITE TOUR**

- a. A site tour was conducted with all attendees to review the existing conditions.
- b. A tour of City Hall exterior for brick, eifs, and window configurations along with other minor detailing. The contractor shall be responsible for matching the existing exterior aesthetics

**Item 2. GENERAL**

- a. Contractor will be required to submit ceiling coordination drawings for all mechanical/plumbing/electrical systems and section cuts for critical mechanical spaces before rough-in. Contractor has a duty to coordinate all systems.
- b. Revised site drawings will be issued in the next addendum to clarify base bid and alternate scopes of work.
- c. Revised mechanical drawings for roof venting will be issued in the next addendum.
- d. Hardware specs still have a few minor clarifications and will be issued in the next addendum.
- e. In the event of conflicting standards or differing but apparently equal requirements, the Architect must be consulted for clarification before proceeding. Where a conflict exists between the construction documents and approved shop drawings / submittal data, the construction documents shall govern unless the shop drawings / submittal data are more restrictive or stringent as determined by the Architect.
- f. Always require written direction from the architect or owner before proceeding if discrepancies are discovered. The bidder shall notify the architect of any perceived discrepancies **prior to bid**. Failure to do so shall constitute a waiver of claims for change orders based on such discrepancies. In other words if a potential conflict could have been reasonably discovered prior to bid, as determined by the architect, the conflict will not constitute a change order that will be approved.
- g. All communications shall occur via written RFI, email, or approved project management platform. Verbal agreements shall not be recognized unless documented, confirmed, and approved in writing within 24 hours.
- h. Document control penalty: Progress payments shall be withheld if RFIs, submittal logs, or meeting minutes are not current and to the satisfaction of the Architect. Weekly coordination meetings & reporting: Requirement for weekly, documented jobsite meetings with the architect or owner's rep. Meeting minutes shall be submitted within 48 hours.
- i. Truss supplier to study drawing, specs, and project requirements, especially mechanical platforms and deflection. Contractor to fully vet truss supplier(s) to ensure compliance with project requirements for clearances for mechanical

equipment, equipment access, and deflection over ridged ceilings prior to bid.

- j. Floor seal mockup and vector graphic is by subcontractor and an image will be provided to contractor. Subcontractor is responsible for creating any vector graphics or any other formats need for fabrication of seal and or templates. **A floor seal color digital file has been included and attached to this addendum. Floor seal to be grayscale as shown in bid documents. Submit a shop drawings for approval.**
- k. Contractor to allow in base bid for minor changes in the hardware for minor modifications. What constitutes minor changes shall be determined by the architect.
- l. Floor flatness (Ff) and Floor levelness (Fl) is the responsibility of the contractor. Contractor to pay for any necessary corrections prior to wall framing. Owner's third party will be required to test and report finding prior to proceeding with the wall framing. Contractor to allow time and accommodate any scheduling requirements by the third party testing agency needed to complete this test and report.
- m. There is a speaker at the secure windows at each transaction window.
- n. The use of Ardex brand self-leveling compound is not acceptable brand for this project.
- o. Landscaping: Owner would like sod in areas around the facility. This will be clarified in the next addendum.
- p. Provide Bond breaks per manufacturer's requirements in masonry assemblies.
- q. Project staffing: Contractor to provide one full time project manager, one full time project superintendent and one full time project assistant superintendent. Project manager is required to be at jobsite once a week and the project super and assistant super are required to be onsite full time. For superintendent and assistant superintendents, they must be experienced in the scope and scale of work. Owner reserves the right to reject unqualified superintendents based on their experience.
- r. There are no work restrictions on hours or days of the week for the duration of the project.
- s. All third party testing and monitoring will be provided by the Owner.
- t. ALDOT permit is process and expected to approved prior to the being of the work. Owner will pay fees for this permit.
- u. ADEM permit is currently in the Owner's name. The permit will be required to be transferred to awarded General Contractor name. Contractor responsible for all the requirements for the maintenance of this permit. Owner will pay for all third party monitoring requirements.
- v. Pass-thru evidence locker: Additional information on the evidence locker has been provided and issued as part of this addendum.

-End of Meeting Minutes

### Item 3. WEATHER DAYS

The following NOAA data for Birmingham Alabama will be used for evaluating any potential requests for weather days. Only weather days over and above these averages and that impact the critical path can be considered when requesting additional time to be added to the Project Time

| Month                   | Rain Days |
|-------------------------|-----------|
| January                 | 11        |
| February                | 10        |
| March                   | 11        |
| April                   | 9         |
| May                     | 10        |
| June                    | 10        |
| July                    | 13        |
| August                  | 10        |
| September               | 7         |
| October                 | 6         |
| November                | 9         |
| <u>December</u>         | <u>11</u> |
| <b>Annual Total 117</b> |           |

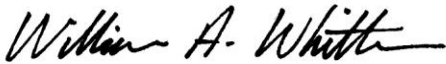
#### Item 4. EVIDENCE LOCKER DATA

- a. Pass-thru evidence locker: Basis of design is Southwest Solutions, as shown on detail 19/A8.2. This unit is a wall-mounted, two-column, seven-compartment evidence transfer system designed for secure pass-through between law enforcement personnel. Contractor to provide three units linked and secured together.

Required features:

- Anti-pry tabs
- Double-walled, welded doors
- Front lock-out systems
- Keyless deposit security
- Multi-point deadbolt locking
- Separate keyed access for loading and retrieval
- Each unit Dimensions: 36" W x 82" H x 24" D
- 18-gauge steel frame and door construction with 14-gauge steel base and nickel-plated handles

Sincerely,



Bill Whittaker, AIA  
Cc: Project File







**POLICE**

**CITY OF LINCOLN**

**1856**

**ALABAMA**

**TO PROTECT AND SERVE**